



Sisters School District

“Home of the Outlaws”

Curtiss Scholl
Superintendent

Abuse Reporting Protocol

Reporting child abuse of a physical or sexual nature is a mandated duty of all employees of the Sisters School District. If you as an employee hear about a case of abuse it is **your responsibility** to report it directly to the Department of Human Services. You must notify the Department of Human Services as soon as possible. Failure to do so could result in a loss of your license, legal liability and possible further harm to a student. The following is a step by step protocol that has been established to help guide you through the process you must take to guarantee student safety and personal protection.

STEP 1

Once you have been made aware of an abusive situation make sure you write down a brief description of what it is that you heard, including important details such as time and place and who is involved. After you have done this notify the building principal of the issue at hand. If you work in a place without a building principal, notify your supervisor or another administrator in the district. The administrator you notify will make decisions regarding what to do with the child and how to proceed in terms of insuring the child's safety. The building administrator will also notify the school resource officer or a local law enforcement agency if the SRO is unavailable. The school counselor should also be notified.

STEP 2

The next step in the notification process is for you to complete a **Child Abuse Reporting Form** and call the **Department of Child Welfare**. Their current **phone number is 855 503-7233**. They will ask you to basically outline the information that you have written on the abuse reporting form. Make sure that you get the name of the person you speak with and note the time of day. After you have completed the abuse reporting form make 4 copies. The copies should be given to the following people in an envelope marked, “Confidential”:

1. Your building administrator
2. The school resource officer
3. Send a copy of your report to Tracy Suckow at the District Office
4. Keep a copy of your report for your own files